



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OIG NURSE REGULATOR

Job Number: 20001018

Job Code: 43320V120816

Job Group: 4300 - NURSING

Job Established: 02/16/2011

Job Revised: 08/16/2012

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Inspects nursing and allied services in health care facilities or other Medicaid enrolled provider relative to quality of medical services for compliance with licensing laws and regulations and assesses the quality of client care and associated medical records; serves as a survey team leader in a regional office and mentors other survey team members; performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have five years of experience as a Registered Nurse to include three years as an OIG health care surveyor.

#### **Substitute EDUCATION for EXPERIENCE:**

A bachelor's degree in nursing will substitute for the non OIG health care surveyor experience on a year- for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

None

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. Must possess SMQT (Surveyor Minimum Qualifications Test) certified by the Centers for Medicare and Medicaid Services (CMS).

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides leadership to the inspection/survey team and serves as a mentor to new team members. Provides technical assistance to health care providers as needed by reviewing and suggesting changes in nursing organization and administrative procedures. Investigates health consumer complaints. Documents findings for use in answering complaints, revocation of license or issuance of license. Performs follow up inspections to assure correction of identified problems. Analyzes state and federal statistical and narrative reports on facilities and prepares recommendations and information on trends and problems identified. Conducts special investigations in response to complaints and prepares report findings. Obtains information from review of records, staff interviews, resident interviews, personal observations relative to the operation of the medical facility, compliance standards, and quality of medical care provided. Provides technical assistance to other surveyors. Performs quality review of statement of deficiency to determine compliance with the Centers for Medicare and Medicaid Services required principles of documentation. Monitors and reviews documentation of health care surveys and investigations. Reviews plans of correction to determine if mandatory criteria are being met. Notifies providers when the plan of correction is unacceptable. Participates in the development, revision, evaluation and interpretation of agency program policies, procedures and guidelines.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically is spent in contact with providers and clients outside the organizational unit.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*